

## **HAZARDOUS MATERIALS SAFETY TIP**

### **SHIPPING PAPERS**

#### **Railcars Containing Hazardous Materials**

No person may accept a hazardous material for shipment by rail or transport in a train unless a member of the crew has acceptable shipping papers (49CFR 172 & 174).

#### **Acceptable Shipping Papers:**

- Include:
  - Railroad-produced documents
  - Customer-produced documents
  - Connecting carrier's documents
  - Hand-printed documents (in English)
  - Hazardous waste manifests
- Are required for each rail car or quantity of a hazardous material:
  - Prior to accepting or delivering a rail car to or from a customer's facility, another railroad, or at any other point
  - When the rail car is in transportation
  - When switching outside of a yard
- Should be kept in a neat and orderly fashion in a vertical or horizontal format and must contain:
  - Car initial and number
  - UN/NA ID number
  - Hazard class or division
  - Emergency response telephone #
  - Total quantity of each hazmat
  - Proper shipping name
  - Packing group (if applicable)
- Additional entries may be required for some shipments such as:
  - Residue Last Contained
  - HOT Notation (elevated temperature)
  - PIH (Poison Inhalation Hazard)/TIH (Toxic Inhalation Hazard) and appropriate Hazard Zone
  - RQ (Reportable Quantity)
  - Marine Pollutant
- If information is unavailable or inaccurate:
  - Correct with authorization from the customer or a railroad supervisor
  - Obtain the proper shipping paper from the shipper, a railroad supervisor or other appropriate source
  - Contact a railroad supervisor or dispatcher and request the appropriate entries to complete a radio waybill